

SENIOR PERSONNEL SPECIALIST

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: May 6-8, 2002

Collective Bargaining Identification: R01

Job Analysis Conducted By: Mary Sue Bautista, SSM I, Job Analysis Unit
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Number of Incumbents: At the time of the job analysis the Personnel Series has just undergone a specification revision. Persons who were in the old classification of Personnel Services Specialist II (PSS II) either went to the Personnel Specialist Range D or the Senior Personnel Specialist. There were 68 incumbents in the PSS II classification per Department of Corrections Filled/Vacant Position Report dated April 2, 2002.

Names of the Subject Matter Expert(s) and their background:

CHRISTINE DRUMMOND, ASSOCIATE PERSONNEL ANALYST, FOLSOM STATE PRISON

Chris has over 21 years experience with the Department of Corrections and is currently an Associate Personnel Analyst at Folsom State Prison. She previously for 2 years as a Personnel Services Specialist II and 2 years as a Personnel Services Supervisor II at Folsom State Prison.

CONNIE PARKER, PERSONNEL SERVICES SPECIALIST II, CALIFORNIA MEDICAL FACILITY

Connie has over 13 years with the Department of Corrections. She is currently working at the California Medical Facility as a Senior Personnel Specialist for over 2 years.

KATHY COPE, STAFF SERVICES MANAGER I, PERSONNEL SERVICES SECTION

Kathy has over 10 years experience with the Department of Corrections in Personnel. She currently is the Staff Services Manager I over Personnel Transactions.

DEBRA FOSS, ASSOCIATE PERSONNEL ANALYST, PERSONNEL SERVICES SECTION

Debra has over 17 years experience with the Department of Corrections. She previously was a Personnel Services Supervisor II for over 5 years with CDC. She is currently an Associate Personnel Analyst at CDC Headquarters.

JANA ADAMS, STAFF SERVICES MANAGER I, CALIPATRIA STATE PRISON

Jana has over 16 years experience with the Department of Corrections. She is currently Institutional Personnel Officer II and was a Staff Services Manager I at Calipatria State Prison supervising Senior Personnel Specialists for over 8 years.

SENIOR PERSONNEL SPECIALIST INFORMATION GATHERING

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification—Senior Personnel Specialist
- State Personnel Board Proposed Amendment for Senior Personnel Specialist dated August 7-8, 2001
- Department of Personnel Administration Allocation Guideline—Senior Personnel Specialist
- State of Vermont Class Specification—Payroll/Personnel Technician; Personnel Administrative Specialist IV, AC:General; Personnel Officer
- State of New Jersey Class Specification—Personnel Assistant 3